



**Townsend Town Council Workshop Minutes
November 17th, 2021 @ 7:00 pm
Town Hall & CONFERENCE CALL**

7:00 pm Town Council Workshop Meeting

- I. Call to Order:
- II. Roll Call: The following Council and staff were present: Mayor P. Miller, Councilman E. Dugan, Councilman S. Lobdell, Councilwoman E. Clarke, Town Manager A. Man Deputy Town Manager/ Town Clerk A. Tantillo, Financial Officer J. Helms and, Police Chief R. Longo.
 - a. Councilman J. Mertz was absent from the meeting.
 - b. Present visitors included Mr. Muccelin.
- III. Pledge of Allegiance:
- IV. Announcements: No announcements
- V. Adoption of Agenda:
 - a. *CM Lobdell made a motion to adopt the agenda, CM Dugan seconded the motion. Voice vote of Council- all yea's, no nays.*
- VI. Approval / Rejection of Minutes
 - a. Approval/ Rejection of Council Minutes from the November 3rd, 2021, Town Council Meeting.
 1. *CM Dugan made a motion to approve the minutes from the November 3rd, 2021, Town Council Meeting. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- I. State Police:
 - a. State Police will provide a November report at the next meeting.
- II. Townsend Police Chief, Chief Longo provided a report of activities. Chief Longo shared that the standard operating guidelines have been completed and are under administrative review. The uniforms, badges, and patches for the Police Department have been designed and ordered. Chief Longo had the opportunity to meet with Troop 9 command staff and data has been obtained from 2018- 2021. Chief Longo met with a company called Magnum Electronics regarding body worn cameras and vehicle cameras to meet the state mandate for body worn cameras. Chief Longo continues to look at options for this.
 - a. Chief Longo also shared that he attended the Town's Veterans Day event and had the opportunity to introduce and meet individuals within the community and the surrounding communities. There are also tentative dates for speaking engagements scheduled to meet with the Fire Department, Rotary Club, and Scout Troops. Regarding communications which are crucial, Chief Longo has obtained the main dispatch channel and two of three interagency radio agreements, with Middletown and Clayton and has met with the Smyrna Police Chief and will request Troop 9 radio agreements. This is done to communicate if need be within Townsend and the surrounding communities.
 - b. Mayor Miller confirmed that the state requires all police officers to wear body cameras and asked if the state would be providing that to the Town. Chief Longo is requesting more

information about this and is looking into available funding. Mayor Miller thanked Chief Longo for attending the Veterans Day event.

III. Mayor's Report:

a. **ACTION ITEM:** Discussion and possible vote to waive the procurement process to procure legal services for the Town of Townsend.

1. Mayor Miller shared that if the Town were to engage a different attorney than the one the Town already has, the Town would either need to go through the procurement process or Council could choose to waive that and could select from attorneys who have expressed interest. Mayor Miller shared that he would like to discuss how Council would like to move forward.
2. TM Mangeri shared that he has spoken with the Town Attorney who confirmed that the procurement policy is a policy, not by ordinance, so it may be waived by vote of Town Council. Additionally, the process to solicit and seek viable candidates will not be discounted. Waiving the policy will simply allow the Town to not have to go out to bid. This may be beneficial to limit those without municipal legal experience from applying. Waiving the process would allow the Town to solicit candidates who could meet the Town's needs.
3. *CM Lobdell made a motion to waive the procurement process to procure legal services. CM Dugan seconded the motion.*
4. Mayor Miller asked for any discussion on the motion. CW Clarke asked how the process would work if the process was waived. Mayor Miller advised that some attorneys have already contacted the Town, through the Town's current attorney, as he has solicited for other attorneys with specific qualifications, primarily attorneys who would have a depth of knowledge on municipal law.
5. TM Mangeri shared that the Town's current attorney's practice is transitioning, so there has been some interest. CM Lobdell clarified that with waiving this, the Town would still be reviewing candidates and qualifications, but the Town would not have to issue an RFQ and have to wait for applicants. Mayor Miller and TM Mangeri confirmed this. TM Mangeri shared that as the Town administrator, he has reached out to other Town Managers, subject matter experts, the Town's own attorney, to request recommendations for candidates. Additionally, there was a focus for attorneys with knowledge and experience in New Castle County. Mayor Miller added that attorneys are not easy to come by, for example, there were recommendations for attorneys from other Towns who have responded without interest in the Town and have turned the Town down.
6. *Vote: All I's, no nays. CW Clarke shared that she would like to move away from waiving the process in the future but would like to vote in favor of waiving the process by voting "I" for this motion.*
7. Mayor Miller shared that the motion passed, and Council will have a discussion on qualified candidates during the Executive Session.

IV. Reports

a. Town Attorney Fred Townsend III

1. No Report

b. Town Engineer Edwin Van-Otoo

1. No Report

c. Town Manager

1. **ACTION ITEM:** Discussion and possible vote regarding the purchase of a municipal police vehicle for the Town of Townsend Police Department.

- a. The Town is moving ahead with securing items as required for the Townsend Police Department. The first of those items is a municipal police vehicle. With all that is going on with securing vehicles, it is almost impossible to secure new vehicles and difficult to secure surplus vehicles, because for items to become surplus, there need to be replacement vehicles and those are delayed. With the Chief's outreach, the Town has been able to locate a vehicle from the Town of Cheswold, offered to the Town of Townsend for an amount of \$5,600. The vehicle needs a repair, and needs a few items such as radio, but the vehicle is well equipped with lights and a full police package. The estimated value for the vehicle as offered is between \$16,000- \$17,000 and is being offered to the Town for \$5,600. This vehicle is a 2012 Dodge Charger with approximately 60,000 miles. Chief Longo has reviewed the vehicle along with TM Mangeri and they are both comfortable with the vehicle. The vehicle does need a repair which will cost an additional fee. Details of this will be discussed as the next agenda item, pending the approval. TM Mangeri is requesting approval for this since it is beyond his spending limit. Mayor Miller shared that although this is a workshop meeting, he wanted this on the agenda as it is an item that cannot wait, and they do not want to miss the opportunity for the vehicle.
- b. *CM Lobdell made a motion to purchase the vehicle as described, for the price of \$5,600. CM Dugan seconded the motion.*
- c. CM Lobdell asked if a cost estimate was obtained to paint the vehicle. TM Mangeri shared that the vehicle does not need to be painted. There is a ding on one side of the vehicle, and this could be taken care of after purchase, but to secure the vehicle and make it fully operational, the two votes on the agenda would be required and then administratively the ding could be repaired.
- d. CM Lobdell asked if there was a logo already on the vehicle and TM Mangeri shared that there is not, which is one of the advantages. There are, however, appliques on the back of the vehicle which could be removed.
- e. CM Lobdell asked if the goal would be to get the Town's logo on the vehicle. TM Mangeri shared that this vehicle may not necessarily have the Town's logo, but eventually, there will be marked vehicles in the Town. Additionally, Chief Longo & TM Mangeri are waiting for surplus vehicles to become available and the agency who has the vehicles are

awaiting their new vehicles to come in. Since those vehicles are logoed, once the Town removes the old shield, the Town of Townsend shield could be added. CM Lobdell shared that he was curious as a consideration of adding the Police Department was for visibility. TM Mangeri shared that visibility is still the intent and they are working towards that, but every vehicle does not need to be fully marked. TM Mangeri shared that they will explore options to mark the vehicle. TM Mangeri also shared that this vehicle will be used by the Chief and for his coordination and availability. Chief Logo shared that he agreed, the patrol fleet should be marked, but this vehicle could be unmarked.

- f. CW Clarke asked how long the Town plans to hold onto the vehicle before making an investment or if that would even be necessary. TM Mangeri shared that it would be necessary eventually, but he is unsure of the timeline, but approximately 60,000 miles on this type of vehicle, has quite a bit of life left on it. The intent is to look at fleet vehicles coming out of surplus, and waiting for the state on this, but as discussed, no one could get vehicles due to the chip shortage. TM Mangeri shared that they also looked at other vehicles, but they had many more miles on it and this vehicle is an excellent buy and he recommends it.
 - g. Mayor Miller shared that pending this vote, the next necessary vote would be for minor repairs to the steering hydraulics and additional items. Even with the repair quote, the total cost for the vehicle would only be about \$7,400. TM Mangeri also shared that in addition to the vehicle, the interior of the vehicle is loaded with all of the necessary equipment. Chief Longo shared that the only item the vehicle is not equipped with is the radio, but other items such as radar, lights, a stand, etc. are included. TM Mangeri and Chief Longo also pointed out that the value of the interior equipment of the car is what the Town would really be paying for with the quote. Chief Longo advised that adding all of these items from scratch could cost a lot more. Mayor Miller also advised that the original quote for the vehicle was around \$12,000, but TM Mangeri and Chief Longo were able to secure the cheaper quote of \$5,600. CW Clarke asked for a picture of these types of items in the future.
 - h. *Vote: All I's, no nays.*
 - i. *The motion to purchase the vehicle as described, for the price of \$5,600 was approved.*
2. **ACTION ITEM:** Discussion and possible vote to authorize the approval of repairs for a municipal police vehicle for the Town of Townsend Police Department.
- a. TM Mangeri explained that the one issue with the vehicle is a minor leak from the hose of the power steering, which makes it a little difficult to turn and steer. TM Mangeri asked for a quote for repairs to be obtained in Cheswold so that it could come to Townsend fully useable. The cost for this was \$1,932.70 with parts and labor included in the cost. The parts alone are \$1,527.00. The request is for the repair prior to the vehicle being brought to the Town.

- b. *CM Lobdell made a motion to approve the repairs on the vehicle as listed at the rate of \$1,932.70. CM Dugan seconded the motion.*
 - c. *Vote: All I's, no nays.*
 - d. *Motion to approve the repairs on the vehicle as listed at the rate of \$1,932.70 was approved.*
3. **ACTION ITEM:** Discussion and possible vote to purchase furniture and technology for office spaces at Town Hall.
- a. TM Mangeri shared that he would like to discuss the purchase of furniture and technology for office spaces and the reason he is bringing this item up for vote at a Workshop meeting, is due to his intent to apply for CAREs Act funds, which would need to be completed shortly so that it can be applied for reimbursement.
 - b. The first item is relating to SSD, the Towns provider for IT services. The current charge is \$600 per month for five nodes/ systems. They are suggesting two- factor authentication for all and enhancements to security, which includes an increase in price for the equipment and technology. SSD is suggesting moving the service to an additional level of service called Assurance, which would be an additional \$325 per month fee with an additional \$900 fee for setup.
 - c. TM Mangeri shared that he is unsure if this would be best, the Town could continue with the current systems which are sufficient, but hacking and cyber activity is getting stronger and stronger. CM asked if this was a 50% increase of costs per month. TM Mangeri confirmed that it was and also shared that it included additional services such as emergency access, software updates and modifications. TM Mangeri shared that this type of security is eventually needed, but he is not sure when it will be needed, hacking is unpredictable, but the world is getting a little more vulnerable.
 - d. Mayor Miller asked if this discussion could be held for another meeting or if a decision would be needed at this meeting. TM Mangeri confirmed that this could be held for another meeting and shared that he wanted to present the information to Council and wanted the public to know that the Town takes cybersecurity quite seriously, but it is a question of risks. Currently the risks are minimal, and the Town has done everything on site that they could do including updating the servers. This is a possibility as there will be a need eventually, especially with the creation of the Police Department and confidential information. Mayor Miller shared that he would like to hold this discussion, to consider the items, especially since this is not something that would be procured with CAREs funds.
 - e. TM Mangeri shared that the other items he would like to discuss will be pursued under CAREs Act. TM Mangeri shared that he would like to expand Town Hall working spaces to allow for social distancing so that everyone has a working station. On the second floor of the Town Hall is a conference room used as a secondary conference room and currently the Police Chief is using it as his temporary office as the Old Town Hall is being restored. The desire is to put two workstations in the conference

room. Additionally, there is a very old workstation computer in the administrative office and the Chief will also need computers at the new facility. TM Mangeri requested the purchase of four desktops, two for the conference room, one for the Police Chief, and one for the Public Works supervisor, as they are hired, for an estimate of \$2,600. Additionally, he would also like to purchase two laptops, one for Code Official and one for the Police Chief, roughly \$1,900 estimated. Additional purchases include five printers, as a majority are over five years old, with many not working or broken estimated to be \$1,625 in total for Town Hall and the Police Department.

- f. TM Mangeri shared that he would also like to purchase seven tablets. Given that Council works remotely, and that Council has the capability to access Council meetings remotely, it would be a good idea to obtain tablets or smart books for Council. There would be a total of five purchased for Council, one for the Code Official, and one for the Public Works Supervisor for an estimate of \$2,800. This would also be helpful for Council to have an official device to work on Town business. CM Lobdell asked if the Police Chief would need a tablet. Chief Longo confirmed that he would not need a tablet as he will have a laptop. CM Dugan pointed out that the tablets could be used to allow Council to have paperless items for meetings and such. A system dedicated to Town business would be helpful.
- g. The other items TM Mangeri would be able to purchase with his authority, but he would like to bring the items to Council's attention. This includes two 71-inch desks for the conference room at \$420 each, for a total of about \$840. Also, a hutch for each desk at a rate of approximately \$180 each for a total of roughly \$360. The hutches will serve as dividers in the room for the two spaces. Additionally, an end cap filing cabinet for the printer to be shared at about \$138. Also, a bookshelf for storage at about \$99.
- h. Lastly, 11 window blinds will be necessary for the office space, as there are no blinds currently totaling to an estimate of \$ 495.
- i. TM Mangeri requested permission to purchase as he wants to be transparent on spending. He is also looking for it to be approvable under the CAREs Act and for the purchase of these items to assist with creating additional office space. CM Lobdell asked if desks and items would be needed for the Police Department and if that could also be included under the CAREs Act. TM Mangeri shared that he would pursue that and is awaiting determination on what is needed. Those items will be within TM Mangeri's spending limit and he can pursue them. TM Mangeri is going to pursue the CAREs Act for the creation of the Police Department, especially since the pandemic has resulted in a substantial increase in the use of State Police for domestic violence. Additionally, the increase is due to the increase in the population in Town, especially as people move out of cities due to COVID. Economic stability is a portion of this, which is why it could be pursued. Additionally, these purchases would allow for the expansion of office space for staff to spread out.

- j. *CM Lobdell made a motion to purchase the items as listed not to exceed \$11,000, with preapproval through the CAREs Act. CM Dugan seconded the motion.*
 - k. Initially, Mayor Miller shared that since this will be pursued under CAREs Act, the Town would still purchase these items without CAREs Act approval, so Mayor Miller recommends that the authorization be given with approval under the CAREs Act, even if the Town does not receive preapproval through the CAREs Act, Council could have an additional vote for the purchase out of the Town's own budget.
 - l. TM Mangeri suggested that it could be possible to authorize the purchase of these items with the intent to pursue the CAREs Act funds for reimbursement, rather than the mandate of the approval of the funds. The preapproval process takes a while and there is no guarantee that the Town would receive the funds. TM Mangeri shared that the Town does have the finances to purchase the items, so while the Town will pursue the CAREs Act, TM Mangeri is requesting the permission to make the purchases, regardless of the reimbursement. If the CAREs Act is available, TM Mangeri would like to move forward and if the CAREs Act is not available, he would still like to move forward and continue to press for the funds.
 - m. Mayor Miller agreed with TM Mangeri's suggestions, the Town would purchase the items regardless, as the funds are available within the Towns budget. FO Helms confirmed that there are funds available in the Towns budget for these purchases. FO Helms also shared that it has taken a long time to get preapproval from the County, as the Police Department preapproval has still not been received and it has been at least two months since submission of the application.
 - n. *CM Lobdell modified his motion to approve the purchase of the equipment as listed, with the intent that the funds will be approved through the CAREs Act after the pre-approval process. CM Dugan seconded the modified motion.*
 - o. *Vote: All I's, no nays.*
 - p. *The motion to approve the purchase of furniture and technology items as listed was approved.*
 - q. TM Mangeri share that the Town has benefited from the CAREs Act through the purchase of new servers and laptops which has allowed for remote work and better security and an elevated level for residents to have better access to services during this time. Mayor Miller agreed and shared that purchasing items for the workspaces will also allow for more social distancing.
4. TM Mangeri provided an update on the Old Town Hall renovations, which are coming along smoothly. The bathroom had been a concern for ADA accessibility with a ramp as the entrance was above the ground. The contractors have found that this elevation was unnecessary so rather than adding a ramp, they are reworking the plumbing, this will allow for better access.

5. TM Mangeri also shared that the Wiggins Mill Rd. construction is expected to be completed in the next few weeks. TM Mangeri continues to pursue a walking path in the area.

V. Committee Reports

a. Finance Committee: Chair: Mayor Miller, Co-Chair: Councilman Dugan

1. No report.

b. Human Resources Committee: Chair: Mayor Miller

1. No report.

c. Public Works Committee: Chair: Councilman Dugan, Co-Chair: Councilman Mertz

1. No report.

d. Land Use & Development Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Dugan

1. No report.

e. Veterans Committee: Chair: Councilwoman Clarke, Co-Chair: Mayor Miller

1. An update regarding the Veterans Day event.

a. CW Clarke thanked Mayor Miller for coordinating the Veterans Day Event. Mayor Miller shared the event went very well. Assistance for the event was provided by the local Cub Scout Troop and the color guard was provided by the Delaware Military Academy, who did a wonderful job. A new sound system was obtained and worked very well for the event. Mayor Miller thanked everyone for their participation. CM Dugan shared that there was great attendance of the event and Mayor Miller shared that many VFW members were in attendance as well.

b. Mayor Miller also reminded everyone that there is a food collection at Town Hall through December 5th. Mayor Miller encouraged all to continue donating and thanked everyone who donated already.

f. Public Safety Committee: Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke

1. CW Clarke asked if it would be possible for the Public Safety Committee to be involved in the development of any procedures and policies for the Police Department, to allow for some input on the policies and procedures for the department. TM Mangeri advised that the procedures have been drafted by Chief Longo and are awaiting review by TM Mangeri, once the administrative review is completed, TM Mangeri will forward to Mayor Miller and CW Clarke and CM Mertz of the Public Safety Committee for review. The procedures that the Town is using are prepared by the Chief's Association and the State's accrediting body, so they will be satisfactory. TM Mangeri said that he will forward them as soon as the administrative review is completed, CW Clarke thanked TM Mangeri for sharing.
2. Mayor Miller asked if the policies and procedures needed to be reviewed by Council. Chief Longo and TM Mangeri confirmed that they should be after the review has taken place and they will come before Council through a resolution.

3. TM Mangeri shared that he is reviewing a schedule of purchases that are needed for the Police Department. The majority of the purchases are below \$1,000 and within the Town Manager's spending authority and are urgently needed to get the department up and running. TM Mangeri will approve them after conversations with Chief Longo and Finance Officer Helms. There are some items that are more expensive that will be brought back to Council for the December meeting. These purchases include items like weapons, ammunition, flashlights, AED's, etc. The total cost is around \$15,000 to \$20,000 and is budgeted. FO Helms confirmed that there are funds in the budget for this. TM Mangeri added that these items are necessary for health and safety and performing the job. As the Town receives the police vehicle, they will also begin to outfit the vehicle. TM Mangeri offered to share the operational list of items with Council.
4. TM Mangeri and FO Helms will also bring to discussion at the next Town Council meeting a discussion on expanding the Town Manager's spending authority as it is necessary.

g. Community Engagement Committee: Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell

1. An update on the planning of the December 2021 Town of Townsend events including the Christmas Tree Lighting and Caroling and the Christmas Decorating Contest
 - a. CM Lobdell shared that the Community Engagement Committee met with Town staff to discuss events. The Christmas Tree Lighting and Caroling Event is scheduled for December 11th at 6:00 p.m. at the Town Park. Deputy TM/ TC Tantillo shared that once all participants and volunteers are confirmed, details will be shared on the Town's website and Facebook with more information about the event.
 - b. CM Lobdell also shared that the Town will again be having the Holiday Decorating Contest and this year will have two categories for judging the houses. One category will be static lighting and the second category will be those set to music. The top two displays in each category will receive a prize. Judges will drive throughout Town later in December to judge the displays. Deputy TM/ TC Tantillo shared that the details for this event will also be shared on the Town's website and Facebook.
 - c. CW Clarke thanked CM Lobdell for updating all about the event and competition.
 - d. TM Mangeri shared that the Town will be asking Middletown to assist the Town to put lights up and decorate throughout the Town, this will be scheduled for the beginning of December. Additionally, the tree will be decorated for the tree lighting, each year additional items are purchased to invest in the Town's biggest asset, the Town Park.
 - e. CM Lobdell also shared that there will be a special visitor for the children at the Christmas Tree Lighting and Caroling Event.
 - f. CW Clarke asked if the Town was notified the Townsend Fire Company would be having Santa driven throughout Town. TM Mangeri shared that

this has not been advertised yet, but once it is, the Town will share the information.

- g.** CW Clarke also asked if any assistance would be needed to decorate the tree in the park. TM Mangeri shared that that is currently done with the assistance of Middletown to secure the lights to the tree. Currently there are no ornaments displayed on the tree as there were issues with vandalism of the ornaments in the past. If CW Clarke or Council has other ideas on how to secure ornaments or has any items to donate, TM Mangeri would be happy to assist with facilitating this.

h. Parks & Recreation Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Mertz

- 1. No report.

i. National Wildlife and Historic Preservation Committee: Chair: Councilwoman Clarke

- 1. CW Clarke shared that she is working with the NWF to closeout the Town's 2021 report/ update for the year. She is working to coordinate with NWF contacts.
- 2. CW Clarke shared regarding historic preservation that she reached out to the two historians that presented Townsend's history and information in September to secure a more detailed proposal on what additional work would look like. Once she has additional information, she will present the information with Council.

VI. Citizens Comments & Participation

- a.** No visitors present.

VII. Recess Council Meeting to Convene Executive Session

- a.** *CM Dugan made a motion to adjourn the meeting and convene in and Executive Session meeting relating to personnel matters in accordance with 29 Del. C. §10004 (B)(9). CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- b.** Council meeting recessed at 8:05 p.m.

VIII. Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(9) the Town Council will be meeting in executive session strategy session relating to personnel matters.

IX. Close Executive Session & Re-convene Council Meeting.

- a.** *CM Dugan made a motion to reconvene the Town Council meeting. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- b.** Meeting reconvened at 8:46 p.m.

X. Adjournment.

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- a.** *CM Lobdell made a motion to adjourn the meeting. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
 - b.** *Meeting adjourned at 8:47 p.m.*

Please note that this is a Council Workshop. The main function is to set the agenda and prepare for the next Town Council meeting. Some business may be conducted by Council if required. The agenda items as listed may not be considered in

sequence. This agenda is subject to change to include the addition or deletion of items, including executive sessions.